

Sisseton-Wahpeton Oyate

Job Description

Job Title: Juvenile Probation/Diversion Officer

Purpose:

The function of Juvenile Probation is to provide supervision and monitoring to youth under the jurisdiction of the court and ensure that youth on probation comply with all court orders. Direction, guidance and rehabilitation services are provided to youth on probation and their families in an effort to encourage and support behavior considered to be appropriate by the court and the community.

Duties:

- Reviews documents pertaining to legal and social history of offenders to conduct pre-hearing or pre-sentencing investigations.
- Works with and interviews offenders and confers with legal representatives and family.
- Compiles reports, testifies in court when needed.
- Informs offender of legal requirements of conditional release, i.e., visits to office, restitution payments, or educational and employment stipulations.
- Coordinates with the Child Protection Program, Schools in the surrounding area, and Social Services regarding juvenile offenders.
- Must create a positive relationship with the offender and support him/her in order to encourage him/her to change and achieve goals set for themselves.
- Provides customer service and information to the public and outside agencies.
- Meets with the parents and/or legal guardian of juvenile offenders on progress or other court order requirements.
- Assist and work closely with the Probation Department and Prosecutor.
- Update files and create daily or weekly reports regarding offenders.
- Performs other job-related duties as assigned or required.

Requirements:

- A Bachelor's Degree in any of these fields: Criminology, Sociology Psychology or any related field and two (2) year's work experience in related field.
- Excellent communication skills both written and verbal.
- Must adhere to the Tribe's alcohol/drug free policy and submit to a background investigation.

Approved by  Date 5-13-21

Employee: _____ Date _____